brother

PT-18R/PT-2430PC/PT-9600/ PT-9700PC/PT-9800PCN

P-touch

Software User's Guide

Version B

US ENG

Contents

Introduction

The Brother label printer enables you to quickly and easily print custom labels created with the label software, P-touch Editor.

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▶ About this Guide

This guide (PDF) is included on the CD-ROM.

In this guide, when the mouse pointer changes to 🖑 you can just click to jump to the corresponding pages. For the basic functions of Adobe® Reader®, see the Adobe® Reader® Help files.

▶ Symbols used in this Guide

The symbols used throughout this guide are as follows:

This symbol shows information or directions that should be followed. Ignoring them may result in injury, damage, or failed operations.

This symbol shows information or directions that can help you better understand and use the machine more efficiently.

Creating Labels

How to use the P-touch Editor for Windows®

This section explains the procedure for starting P-touch Editor. With P-touch Editor, you can create various kinds of labels.

See the P-touch Editor Help for samples of various kinds of labels and details on creating, printing, and saving the labels. The following is the example for Windows Vista®. Read the printer name (XX-XXXX) in each image as your purchased machine model name.

To download the latest driver and software, please visit the Brother Solutions Center at:
http://solutions.brother.com

▶ Starting P-touch Editor

1 **Click [Start] - [All Programs] - [Brother P-touch] - [P-touch Editor 5.0].**

> You can also start P-touch Editor using the following methods (only if you created the shortcut during installation):
> • Double-click the shortcut icon on the desktop.
> • Click the shortcut icon on the Quick Launch bar.

When P-touch Editor is launched, the [New/Open] dialog box appears, allowing you to choose whether you want to create a new label layout or open an existing label.

> To specify how the P-touch Editor works when it starts, click [Tools] - [Options] of the menu bar on the P-touch Editor to display the [Options] dialog box. In the [General] tab, you can choose the setting in the [Operations] list box in the [Startup Settings]. Normally, choose [Display New/Open Dialog Box].

2 **Choose an option in the [New/Open] dialog box and click [OK].**

- You can choose the label printer and media size.
- When you choose [Open File], the [Open] dialog box appears. You can choose and open the file you have created and stored previously.
- When you choose [View History], the [History] dialog appears. You can choose from recently created labels.
- When you choose [New], choose either vertical writing style or horizontal writing style.
- When you choose [Select by Use], you can choose by label applications.
- When you choose [Help - How To], the P-touch Editor Help appears.
  The Help files allow you to learn step by step how to create a label layout.
- The [Check for Updates] button will link to the default page for your machine on Brother Solutions Center.
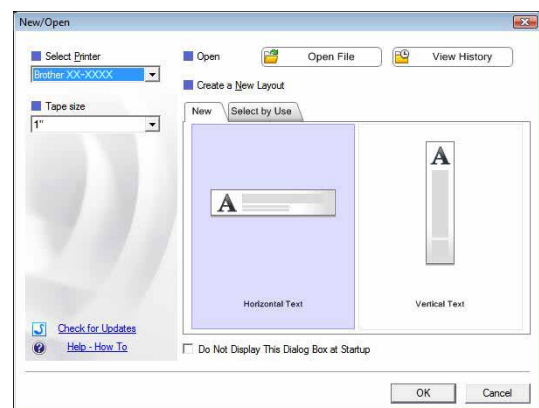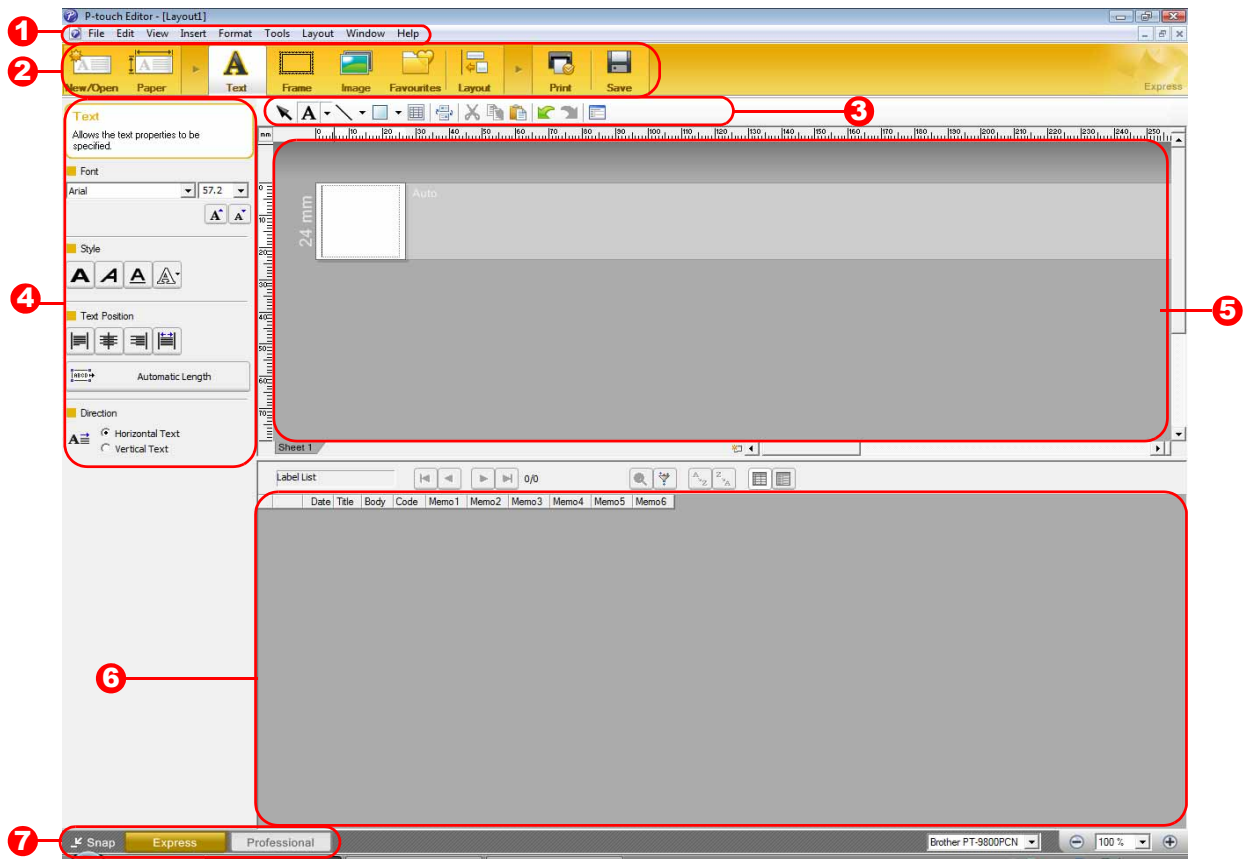
Layout window

■Express Mode

This mode provides easy label creation with texts and images.

The layout window consists of the following sections:

❶ Menu bar

Commands are categorized under each menu (File, Edit, View, and Insert, etc.) by function.

❷ Command bar

The command bar contains the New/Open, Paper, Text, Frame, Image, etc.

❸ Draw/Edit toolbar

Provides tools for choosing an object, entering text, drawing graphics, etc.

❹ Property bar

You can easily insert and format text, image, etc.

❺ Layout window

The layout window is used to display and edit objects.

❻ Database window

Displays a connected database.

❼ Mode selection buttons
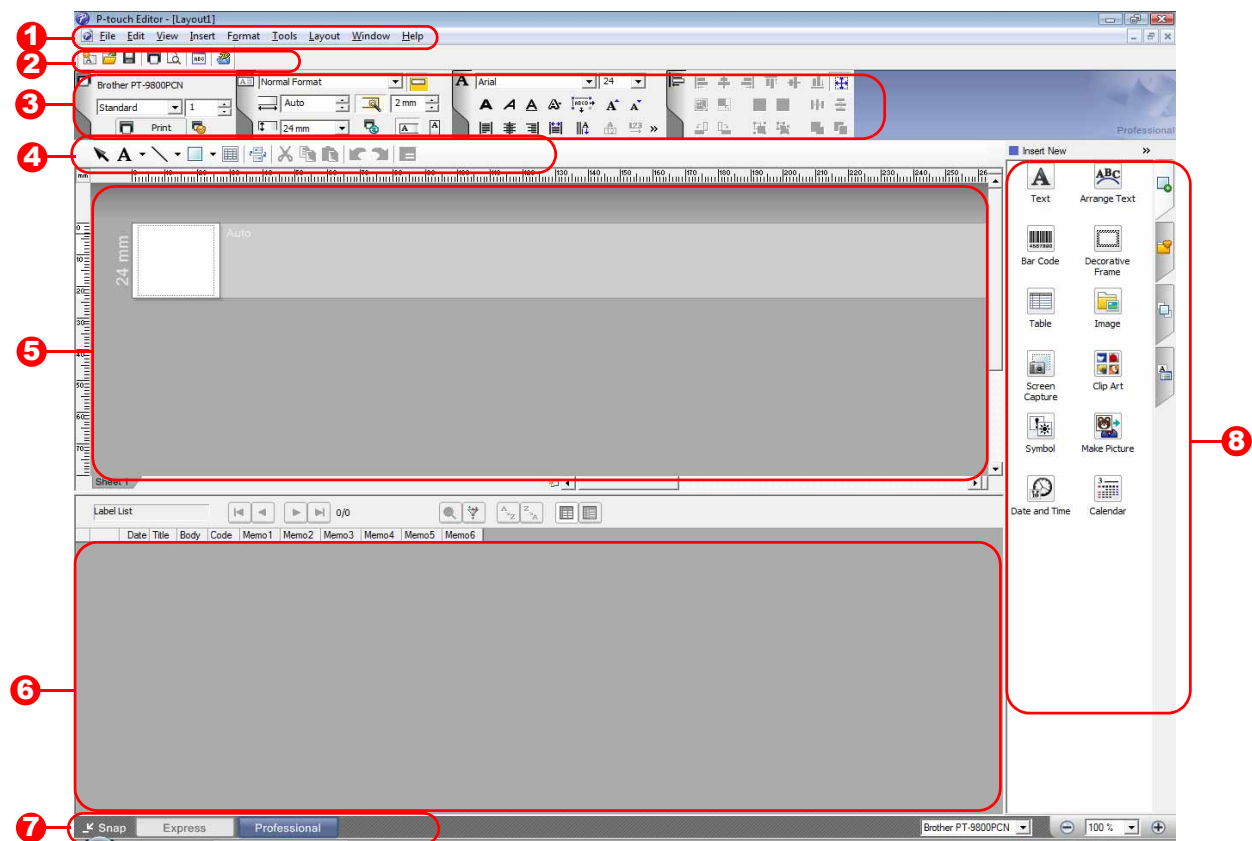
Switch the Editor's modes.

• The [View] menu allows you to show/hide the toolbars and windows.
• See the P-touch Editor Help for details.

■Professional Mode

This mode provides all label design features for creating label templates.

The layout window consists of the following sections:

1 Menu bar

Commands are categorized under each menu (File, Edit, View, and Insert, etc.) by function.

2 Standard toolbar

A group of frequently used commands (New Layout, Open, Save, Print, etc.) are provided in this toolbar.

3 Property palette

The property palette contains the Print, Paper, Text and Layout property boxes. Click on the left side of each palette to show/hide the property box.

4 Draw/Edit toolbar

Provides tools for choosing an object, entering text, drawing graphics, etc.

5 Layout window

The layout window is used to display and edit objects.

6 Database window

Displays a connected database.

7 Mode selection buttons

Switch the Editor's modes.

8 Side bar

By selecting the tab, you can easily insert and format text, bar codes, tables, etc., change the order of the objects to create a label template, or set the advanced settings.

- The [View] menu allows you to show/hide the toolbars, palette, and windows.
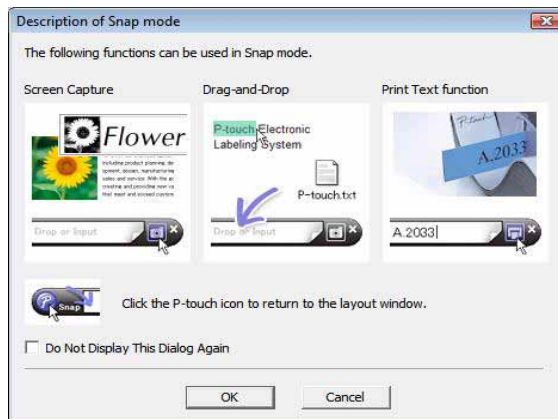- See the P-touch Editor Help for details.

■ Snap Mode

With this mode, you can capture a portion or the entire screen, print it as an image and save it for future use.

1 **When you click [Snap] of the mode switch, Snap mode description dialog box appears. Click** OK **.**
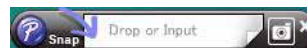
- • If you put a checkmark in [Do Not Display This Dialog Again], you can go to Snap mode directly the next time without displaying the dialog box.
- • You can also start Snap mode from [Start] - [All Programs] - [Brother P-touch] - [P-touch Editor 5.0 (Snap mode)].

2 **Snap mode appears.**

See the P-touch Editor Help for details.

▶ Start P-touch Editor Help

This section explains how to start P-touch Editor Help for Windows®. The following is the example for Windows Vista®.
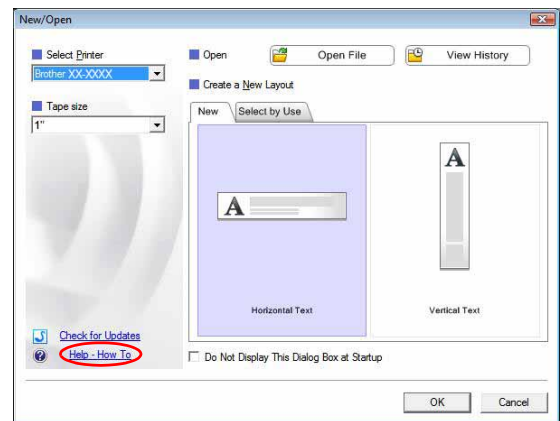
■Start from Start button

To start P-touch Editor Help, click the Start button on the task bar and point to [All Programs]. Click [Brother P-touch] and [P-touch Editor 5.0 Help].
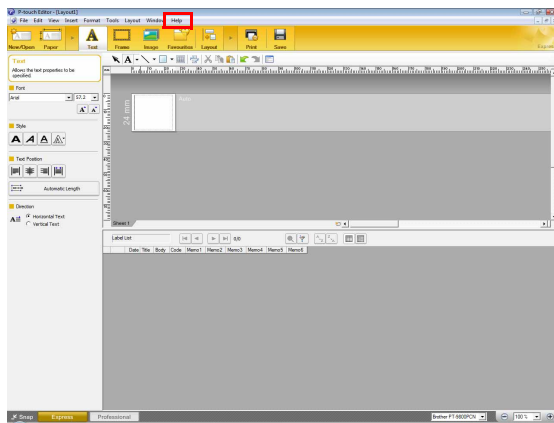
■Start from New/Open dialog

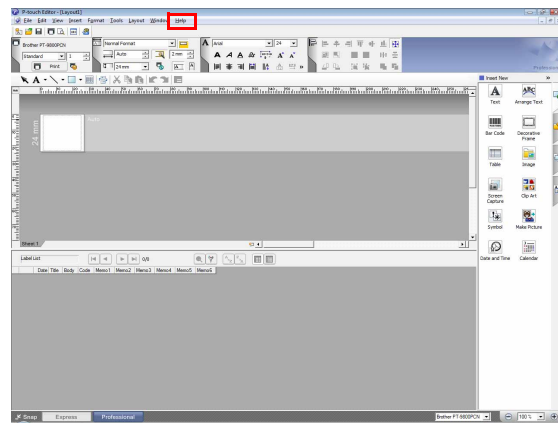**When you start the P-touch Editor 5.0 and the New/Open dialog box appears, click Help - How To.**

■Start from P-touch Editor

Click Help menu and choose P-touch Editor Help.

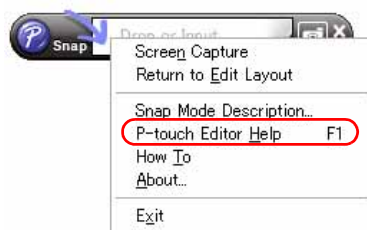<div align="center">Express Mode   Professional Mode</div>

Right click the mouse and choose P-touch Editor Help.

<div align="center">Snap Mode</div>

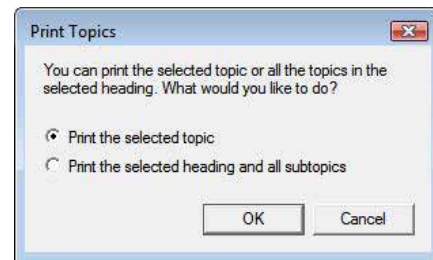Press [F1] key to access P-touch Editor Help directly.

● Printing the Help description

The information given in P-touch Editor Help can be printed. Use your normal printer to print the P-touch Editor Help information.

1 **In the [Contents] tab, choose any topic you want to print.**

2 **Click** 🖨 **on the Toolbar.**

3 **Choose the range of topics to be printed, and click** [OK].

Print Topics

You can print the selected topic or all the topics in the selected heading. What would you like to do?

⦿ Print the selected topic

○ Print the selected heading and all subtopics

[OK] [Cancel]

4 **Specify the [Printer] and click** 🖨 **.**

(!) Choose a normal printer that supports general paper sizes, such as Letter.

Creating labels with other applications

When installing the software, if you choose the Add-In function, a P-touch icon will be automatically added onto the Microsoft® Word, Excel®, and Outlook® toolbar. (Only if Microsoft® Word, Excel®, Outlook® are already installed on your computer.) The Add-In function is valid for Windows® only.

In each application, by choosing the text you want to print and clicking on the P-touch icon, you can create and print labels quickly and easily.

Depending on the setting, the character string that is downloaded by using Add-In function will be registered to Label List. Label List is a database for exclusively P-touch Editor. To display Label List, click [File] - [Database] - [Label List].

- The Add-In function supports the following applications:
  Microsoft® Word 2000/2002/2003/2007, Microsoft® Excel® 2000/2002/2003/2007, and Microsoft® Outlook® 2000/2002/2003/2007

- After the Add-In function is installed into Microsoft® Word, Excel®, or Outlook®, the security dialog box may appear when starting these applications, depending on the application's security settings.

- For Microsoft® Word 2007 etc., if the dialog box on the right appears, select [Trust all documents from this publisher], and click [OK]. For details on security settings, see the Help files for the application.

- For Microsoft® Word 2003 etc., check the [Always trust macros from this source] checkbox, and click on [Enable Macros].

For details about the Add-In function, label design or installation information, see the P-touch Editor Help.

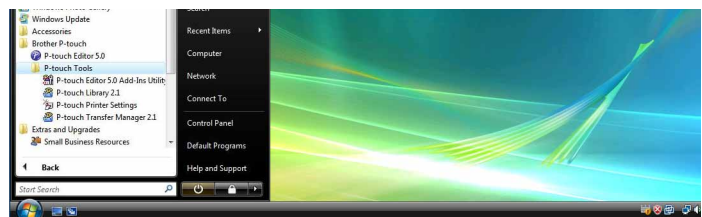## Registering and canceling the Add-In function

Before running this program, close the Microsoft® Word, Excel® and Outlook® programs.

The following is the example for Windows Vista®.

**1** Click [Start] - [All Programs] - [Brother P-touch] - [P-touch Tools] - [P-touch Editor 5.0 Add-Ins Utility].
The [Brother P-touch Add-In Settings] dialog box appears.

2 Click on the checkboxes for the Microsoft application where you would like the P-touch Editor add-in function button to be installed.

[Apply] is used to specify what action is taken when the (Add-In button) is pressed in each application.
- Express Mode : Starts Express Mode.
- Professional Mode : Starts Professional mode.
- Print Immediately : Prints the label.
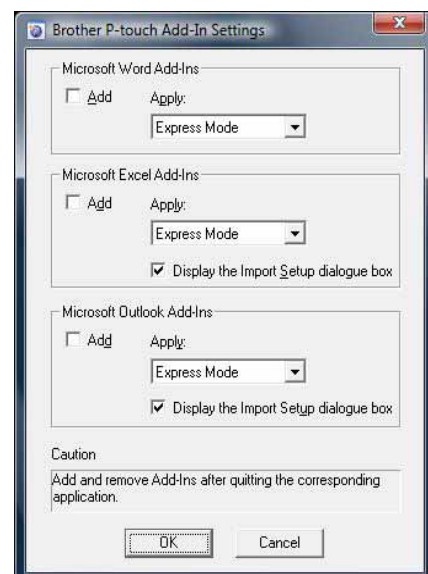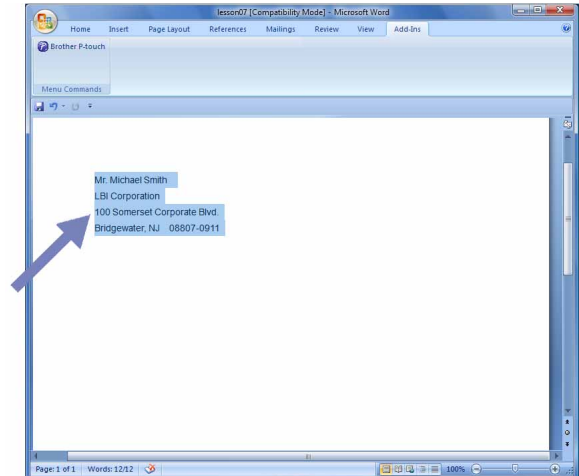
● Microsoft® Word

With the Add-In function, you can directly copy the text in Microsoft® Word to a label layout.

> If Microsoft® Outlook® is running and Microsoft® Word is chosen as the standard editor, you won't be able to use the Add-In function in Microsoft® Word. Exit Microsoft® Outlook® and restart Microsoft® Word.

Creating labels using Microsoft® Word

1 **Open a Microsoft® Word document and select the text you want included in the label from your word document.**

2 **On the Microsoft® Word ribbon/standard toolbar, click .**

> For details on how to automatically add the text to a Label List, see "How to add the Microsoft® Word text to the Label list shown in the database Window" described below.

How to add Microsoft® Word text to the Label list shown in the database Window

> For first time use, the message "Record data in the Label List?" is displayed. If you click Yes, new records are automatically created in the Label List and the text is added to each field shown below from next time you register the text: Each time you add new information into your label list it also records the following information for your reference.

The text	Added field
Date of creation	Date field
The first line	Title field
All lines including the first line	Body field
Detected ZIP/Postal code	Code field

Example of label list data being stored in the database window in P-touch editor screen

|		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1 ▶	7/19/2007	Mr. Walter Freeman	Mr. Walter Freeman ABC Transporting Corporation 4555 Cumberland PKWY Anytown, USA 95093	95093						

If you click No in the message "Record data in the Label List?" is displayed and want to register, go to [Tools] - [Options], and check "Automatically Record Data Imported With Add-In." in the [Label List] tab.

● Microsoft® Excel®

With the Add-In function, you can directly copy text in Microsoft® Excel® to a label layout.

Creating labels using Microsoft® Excel®

1 **Open a Microsoft® Excel® worksheet and select the cells of text you want included in the label from your Excel spreadsheet.**
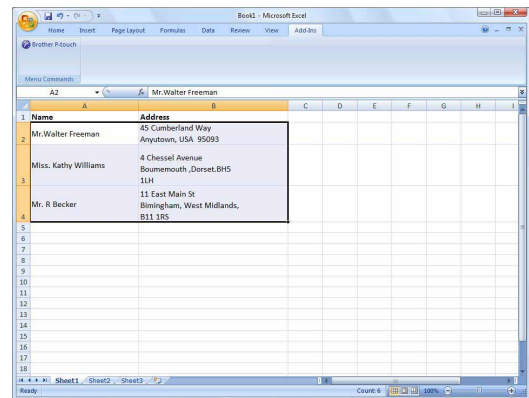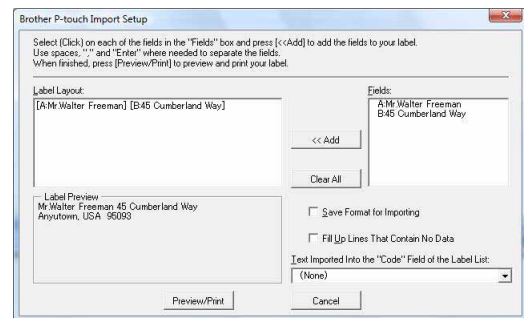
2 **On the Microsoft® Excel® ribbon/standard toolbar, click .**

The [Brother P-touch Import Setup] dialog box appears.

3 **In [Label Layout], make adjustments to the line feed in the cells and click Edit/Print .**

[Label Layout] enables you to change the way your text is displayed/printed.
When you choose any listed item in the [Fields] box and click << Add , a new field is added to the [Label Layout] box.
You can enter spaces, line feeds, commas, and characters for each cell and print them on a label. You can also remove fields in this screen by highlighting the field and pressing the delete key on your keyboard.

• For details on how to automatically add the text to a Label List, see "How to add text from Microsoft® Excel® to a Label List" described on the page 13.
• If you want to include the data into the Code field of the Label List, choose [Text Imported Into the "Code" Field of the Label List] in the [Brother P-touch Import Setup] dialog box.

How to add text from Microsoft® Excel® to a Label List

📝 For first time use, the message "Record data in the Label List?" is displayed. If you click Yes, new records are automatically created in the Label List and the text is added to each field shown below from next time you register the text: Each time you add new information into your label list it also records the following information for your reference.

The text	Added field
Date of creation	Date field
The first line in the text that is specified in the Label Layout	Title field
All lines including the first line in text specified in the Label Layout	Body field
Content of cell specified in [Text Imported Into the "code" Field of the Label List]	Code field

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1 ▶	7/19/2007	Mr.Walter Freeman 45 Cumberland Way	Mr.Walter Freeman 45 Cumberland Way Anyutown, USA 95093		Mr.Walter Freeman	45 Cumberland Way Anyutown, USA 95093				
☐	2	7/19/2007	Miss. Kathy Williams 4 Chessel Avenue	Miss. Kathy Williams 4 Chessel Avenue Bournemouth ,Dorset.BH5 1LH		Miss. Kathy Williams	4 Chessel Avenue Bournemouth ,Dorset.BH5 1LH				
☐	3	7/19/2007	Mr. R Becker 11 East Main St	Mr. R Becker 11 East Main St Birmingham, West Midlands, B11 1RS		Mr. R Becker	11 East Main St Birmingham, West Midlands, B11 1RS				

If you clicked No when the message "Record data in the Label List?" is displayed, but want to register, go to [Tools] - [Options], and check "Automatically Record Data Imported With Add-in."
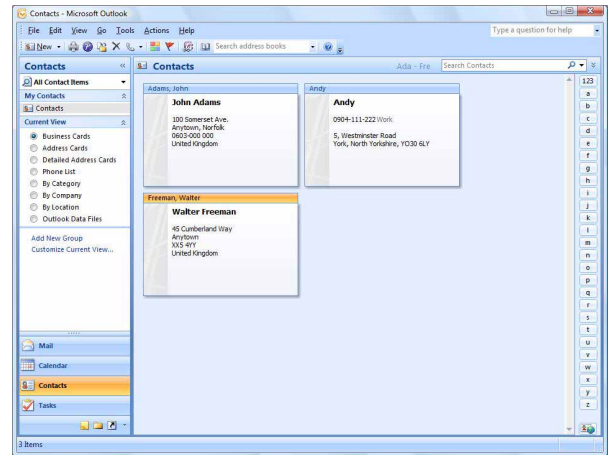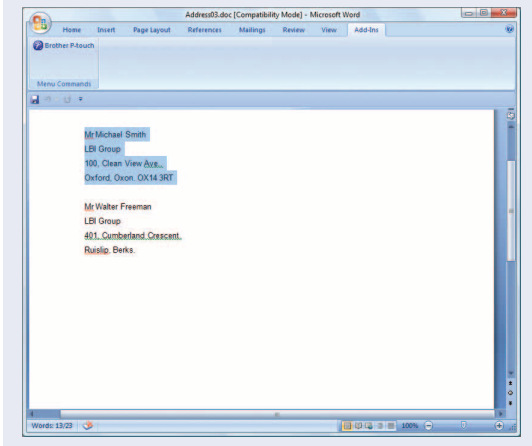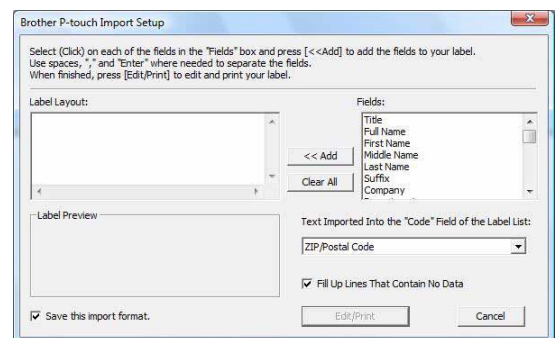
● Microsoft® Outlook®

With the Add-In function, you can directly copy the text in Microsoft® Outlook® to a label layout.
Items you can import are: Contacts, Calendar items, Deleted Items, Drafts, Inbox, Journal, Notes (text in the Notes dialog box is not available), Outbox, Sent Items and Tasks windows.

Creating labels using the Contacts data in Microsoft® Outlook®

1 **Open Microsoft® Outlook® Contacts and highlight the contact information you want to include.**

> In Microsoft® Outlook®, you can include not only the Contact data but also the text in a message, as you can do in Microsoft® Word.

2 **On the Microsoft® Outlook® ribbon/standard toolbar, click 🅿.**

> For details on how to automatically add the text to the Label List, see "How to add text from Microsoft® Outlook® to a Label List" described on the page 15.

3 **In [Label Layout], make adjustments to the line feed in the cells and click Edit/Print .**

> [Label Layout] enables you to change the way your text is displayed/printed.
> When you choose any listed item in the [Fields] box and click << Add , a new field is added to the [Label Layout] box.
> You can enter spaces, line feeds, commas, and characters for each cell and print them on a label. You can also remove fields in this screen by highlighting the field and pressing the delete key on your keyboard.

> • For details on how to automatically add the text to a Label List, see "How to add text from Microsoft® Outlook® to a Label List" described on the page 15.
> • If you want to include the data into the Code field of the Label List, choose [Text Imported Into the "Code" Field of the Label List] in the [Brother P-touch Import Setup] dialog box.

How to add text from Microsoft® Outlook® to a Label List

For first time use, the message "Record data in the Label List?" is displayed. If you click Yes, new records are automatically created in the Label List and the text is added to each field shown below from next time you register the text: Each time you add new information into your label list it also records the following information for your reference.

The text	Added field
Date of creation	Date field
The first line in the text that is specified in the Label Layout	Title field
All lines including the first line in text specified in the Label Layout	Body field
Content of cell specified in [Text Imported Into the "code" Field of the Label List]	Code field

		Date	Title	Body	Code	Memo1	Memo2	Memo3	Memo4	Memo5	Memo6
☐	1 ▶	7/19/2007	Walter Freeman	Mr. Walter Freeman 45 Cumberland Way							
☐	2	7/19/2007	John Adams	Anytown, Norfolk100 Somerset Ave.100 Somerset Ave. Anytown, Norfolk 0603-000 000 United KingdomJohn AdamsJohn Adams							
☐	3	7/19/2007	Andy	York, North Yorkshire5, Westminster Road5, Westminster Road York, North Yorkshire, YO30 6LYAndyAndy							

If you clicked No when the message "Record data in the Label List?" is displayed, but want to register, go to [Tools] - [Options], and check "Automatically Record Data Imported With Add-in."

How to use P-touch Transfer Manager & P-touch Library (PT-9600/9700PC/9800PCN only)

P-touch Library: This application allows you to manage P-touch label templates and other data on the computer. You can print a label from the P-touch Library using the machine.

P-touch Transfer Manager: This application can transfer label template data to the printer's main unit and can make backups of data transferred to the printer's main unit.

Transfer function is needed to use P-touch Template. For details on P-touch Template, download P-touch Template manual (English only) from the Brother Solutions Center: http://solutions.brother.com [Select your region/country] - [Choose your product] - [Downloads]. (PT-9700PC/9800PCN only)

To transfer the templates via network, you need to prepare BRAdmin Professional or Web BRAdmin. Download them from our website. (For Network models only.)

▶ Starting up P-touch Transfer Manager

1 **Click the [Start] button, then choose [All programs] - [Brother P-touch] - [P-touch Tools] - [P-touch Transfer Manager 2.1].**

P-touch Transfer Manager starts up.

Layout window
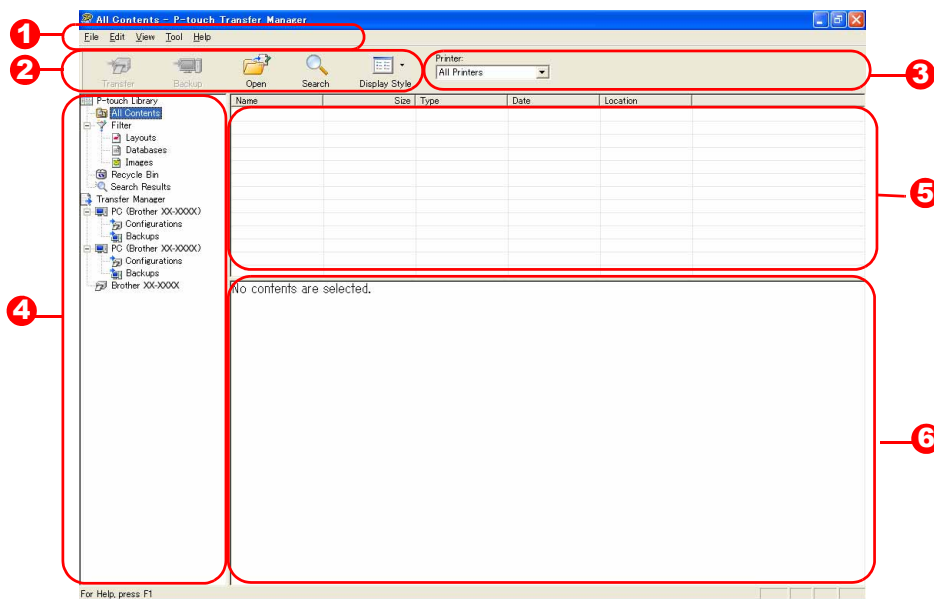
❶ Menu bar
Commands are categorized into each menu (File, Edit, View, Tool, and Help) by function.

❷ Toolbar
There are icons for frequently used commands. Click on one to access that command.

❸ Selecting the printer model (Only for P-touch Transfer Manager)
Select the printer model to send data to. When you select a printer, only the data that can be sent to the selected printer is displayed in the list view.

❹ Folder view
Displays a list of folders. When you select any folder, the data in the folder selected is displayed in the list view on the right.

❺ List view
The data in the selected folder is displayed.

❻ Preview
The label templates selected in the list view are displayed as a preview.

Explanations of the Icons

Icon	Button name	Function
	Transfer (Only for P-touch Transfer Manager)	Transfers the label templates and other data on your PC to the printer (when connecting USB interface cable).
	Backup (Only for P-touch Transfer Manager)	Backs up the data you have transferred to the Brother printer using the P-touch Transfer Manager.
	Open	Edits the selected data.
	Print (Only for P-touch Library)	Prints the selected label template with the printer.
	Search	Searches the data managed with the P-touch Library.
	Display Style	Changes the file display format.

▶ Transferring label templates from the PC to the printer via USB

> (!) Make sure to disconnect the network cable when transferring templates via USB.

1 **Select the printer to transfer data to.**

> (!) Before transferring data, check that the PC and the printer are correctly connected with a USB cable and that the printer power is On.
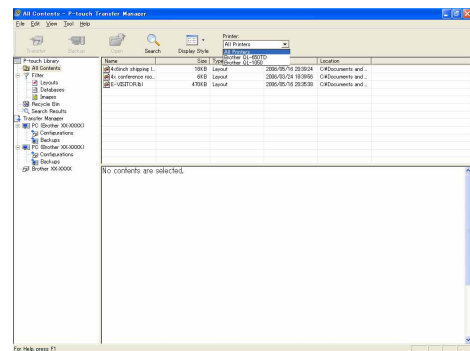
2 **Right click the [Configurations folder], then select [New] and create a new folder.**
Here, as an example, we create the folder "Transfer".
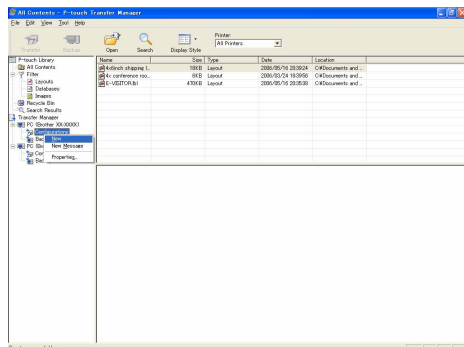
3 Drag the transfer data to the folder you just made.

Drag the transfer data from All contents or from Layouts or some other folder under Filter.

When transferring multiple sets of data, move all the transfer data to the folder you made.
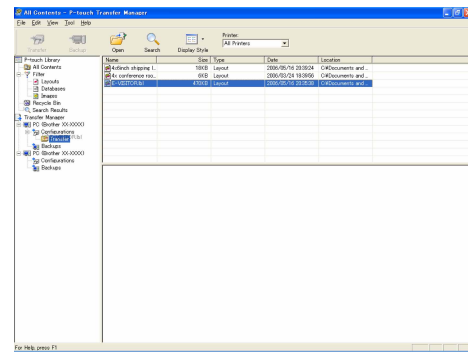
4 Key Assign numbers are automatically assigned to transfer data within the folder you made in previous step.

To change a number, right click the data name in the list view, then select key assign number.

- Key Assign is necessary for transfer of data other than message texts.
- If you change the Key Assign number used for data already transferred to the printer main unit, it is overwritten. You can check the Key Assign number used for data already transferred to printer by backing up the data as explained in "Backing up label templates" (page 20).
- You can click the data name for transfer data and change to a new name. Depending on your printer model, there may be restrictions on the number of characters that can be used in a data name.
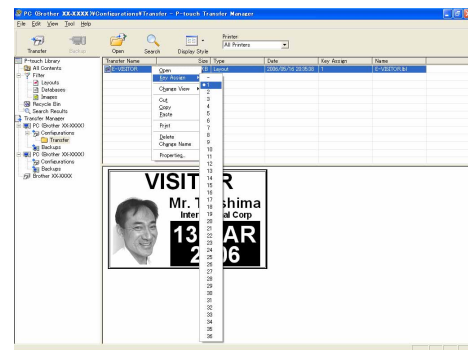
5 Select the data or folder you want to transfer, then click [icon].

The transfer confirmation message is displayed.
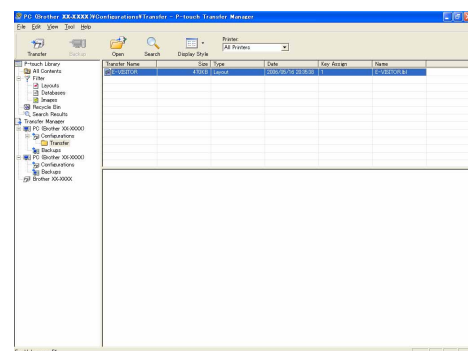
6 Click [OK].

The data in the folder selected with the folder view is transferred to the printer.

If you have selected specific data in the list view, only that selected data is transferred to the printer.

▶ Transfer the templates to the printer via network

To transfer the templates to the printer via network, you need BRAdmin Professional or Web BRAdmin. Download it from our website first.
The printer names and pictures in the following screens may differ from your purchased printer. The screens may vary depending on the model.

1 **Create the template you want to transfer with P-touch Editor 5.0, then choose [File] - [Transfer Template...] menu to register.**

2 **Click** **to save the registered template in .blf format.**

3 **Start BRAdmin Professional Ⓐ or Web BRAdmin Ⓑ.**

Ⓐ Choose the printer and click on the [Control] menu. Select [Load Firmware].
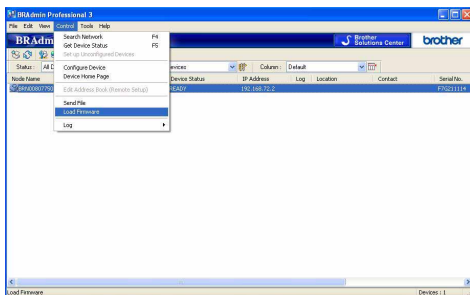
Ⓑ Choose the printer and click [Open] button on the lower of the screen.
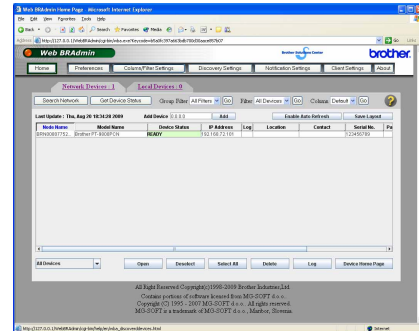
4 **Choose Load Firmware function of the BRAdmin Professional Ⓐ or Web BRAdmin Ⓑ.**

Ⓐ Choose [TFTP PUT] and click [OK] button.

Ⓑ Click [Load Firmware] button on the upper of the screen.
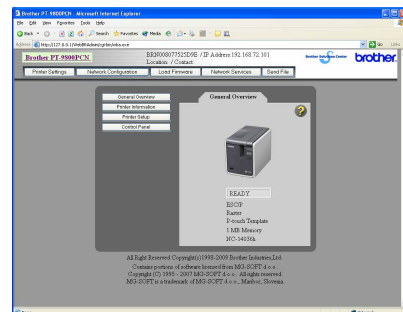
5 **Choose the file in .blf format which you saved in step 2 and load it to the printer.**

Ⓐ Choose .blf file and click [OK] button.
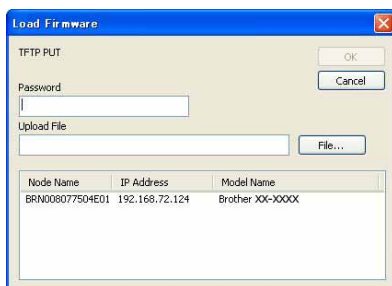
Ⓑ Choose .blf file and click [Submit] button.
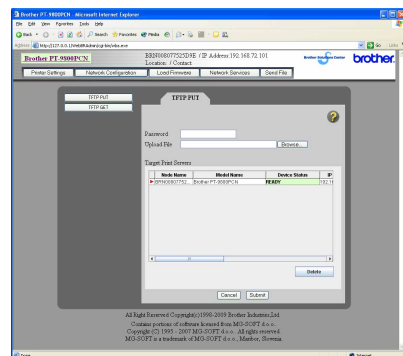
📝 The default password is "access".

▶ Backing up label templates

This transfers label templates and other data in the printer to the PC.

⚠
- Valid only when connecting USB cable.
- Backed up data cannot be edited on the PC.
- For some printer model specifications, it may not be possible to retransfer backed-up data to a printer of a different model than the one the data was originally backed up from.

1 **Connect the PC and the printer by USB cable and switch On the printer power.**

The printer model name is displayed in the folder view.
If you select a printer model name in folder view, the current data transferred to the printer is displayed.

2 **Select the printer to back up from, then click ⬛Backup .**

The backup confirmation message is displayed.

3 **Click [OK].**

New folder with a name containing the date is created under printer folder, and all the printer's data is transferred to that new folder.
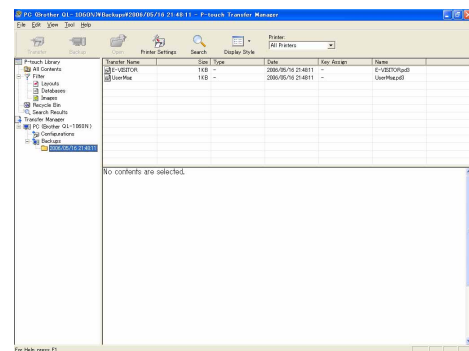
● Deleting all the printer data

1 **Connect the PC and the printer by USB cable and switch On the printer power.**

The printer model name is displayed in the folder view.

2 **Right click the printer, then select [All Delete].**

The confirmation message is displayed.
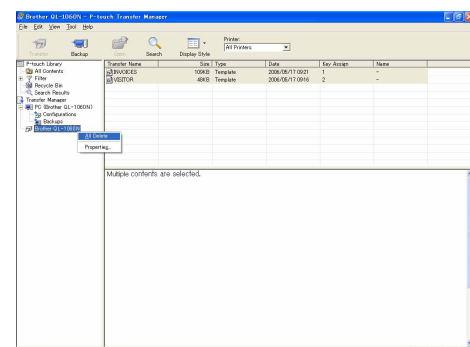
3 **Click [OK].**

All data in the printer is erased.

▶ Starting up P-touch Library

You can start up the P-touch Library and edit and print labels.

Click the [Start] button, then choose [All programs] - [Brother P-touch] - [P-touch Tools] - [P-touch Library 2.1].

The P-touch Library starts up.

● Opening and editing data

Choose the data you want to edit,

then click [Open].

The application associated with the data is opened and you can edit the data.

> The application that starts up depends on the data. For example, for a P-touch template, P-touch Editor starts up.
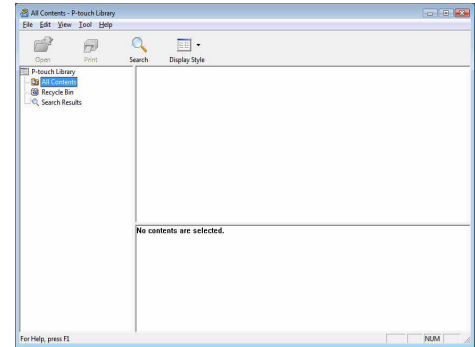
● Printing labels

Choose the label templates you want to print, then click [Print].

The label is printed by the connected printer.
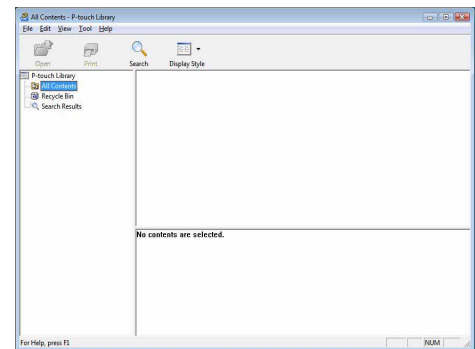
▶ Searching labels

You can search label templates registered in the P-touch Library.

1 **Click** **.**

The [Search] dialog box is displayed.
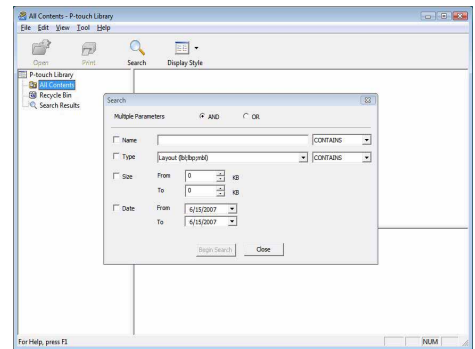
2 **Check the items to be used as search conditions and set the search items.**

The search items that can be set are as follows.

Settings	Details
Multiple Parameters	This sets the method for combining multiple search items. If you choose AND, files are searched for those that satisfy all the conditions. If you choose OR, files are searched for those that satisfy any one of the conditions.
Name	Inputs the data name to search for.
Type	Chooses the data type to search for.
Size	Sets the data size to search for.
Date	Sets the date at which the data to search for was last modified.

3 **Click [Begin Search].**

The search is started.
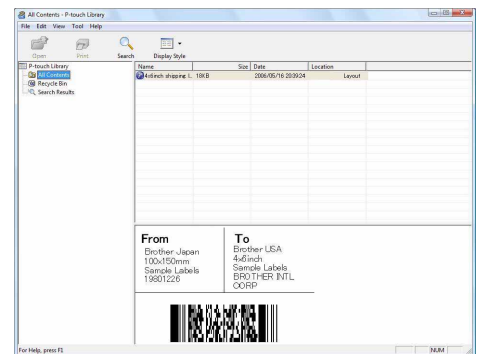
Close the [Search] dialog. The search results can be checked in the Search Results in the folder view.

You can register the data in the P-touch Library by dragging and dropping to the All contents folder or its list view. To have label templates created with P-touch Editor automatically registered in the P-touch Library, use the following method.
1. From the P-touch Editor menu, choose [Tools] - [Options].
2. In the [Options] dialog box [General] tab, click [Registration Settings].
3. Choose the timing for registering label templates created with P-touch Editor, then click [OK].

How to use P-touch Editor Lite LAN (PT-9800PCN only)

With P-touch Editor Lite LAN, you can create various simple label layout quickly and easily.

1 **Double click the** 🅿 **.**

P-touch Editor Lite LAN starts.
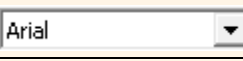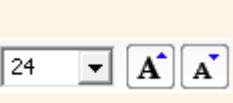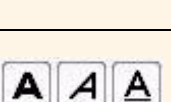
Layout window

❶ **Command Toolbar**

Icon	Function
	Displays the New screen for creating a new label.
	Opens a saved file with P-touch Editor Lite LAN.
	Saves the data to your PC, etc, but not to the labeler.
	Inserts a new text box (convenient when creating labels containing both single and multiple lines of text).
	Inserts an image onto your label. **From file**: Inserts an image stored on your PC. **Screen capture**: Inserts the selected area of the PC screen as a graphic. **Symbol**: Inserts one of your PC's built-in symbols.
	Inserts a frame.
	Displays the menu. The menu includes all P-touch Editor Lite LAN functionality.
	Minimizes P-touch Editor Lite LAN.
	Exits P-touch Editor Lite LAN.

❷ **Property Toolbar**

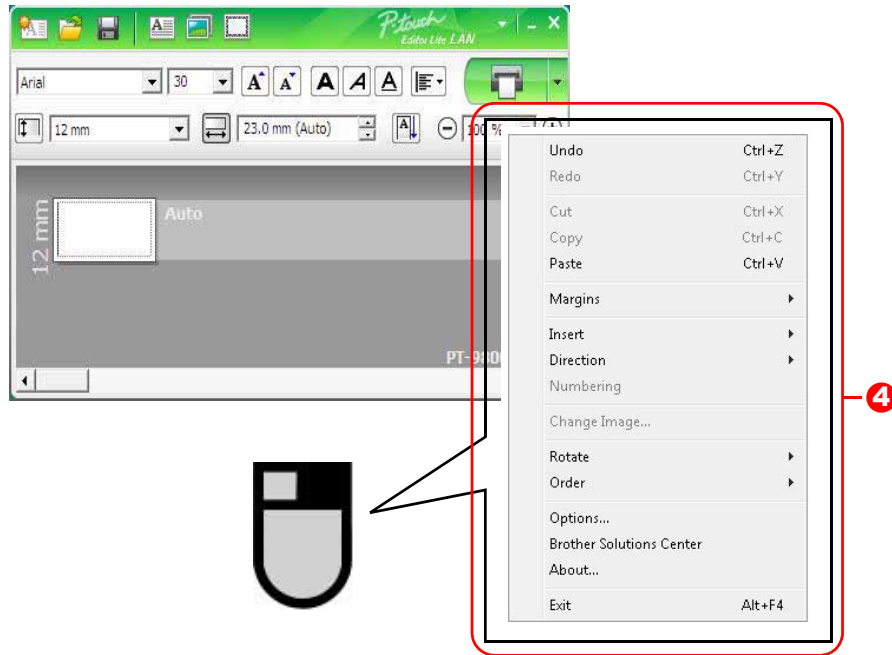| Icon	Function
Arial	Click ▾ to change the font.
24 A⌃ A⌄	Click ▾ to specify the font size. You can adjust the font size up or down one level by clicking A⌃ or A⌄.
A A A	Specifies the font style: A Bold A Italic A Underline

Icon	Function
	Specifies the alignment of text in a text box.
12 mm	Sets the width of the tape. Click to automatically detect the width of the inserted tape.
23.0 mm (Auto)	Sets the length of the label. Click to automatically adjust the length of the label to accommodate the entered text.
	Sets/cancels the label direction to vertical.
100 %	Click ▾ to set the zoom factor for the Label View. You can also change the zoom factor by clicking ⊖ or ⊕.
	Click to print normally or to print with options. **Auto Cut**: Each label is automatically cut after printing. **Half Cut**:Only the label tape is cut without cutting the backing, making it easier to remove the label backing. **Chain Printing**: Uses the least amount of tape when printing more than one label continuously. The last label printed is not cut. After printing, press Feed & Cut button to cut the last label. **Special Tape**: Select when you use a tape which cannot be cut with this cutter blade, such as Fabric Tape or Strong Adhesive tape etc. **Mirror Printing**: Prints a mirror image of the label. **Copies**: Prints multiple copies of a label.
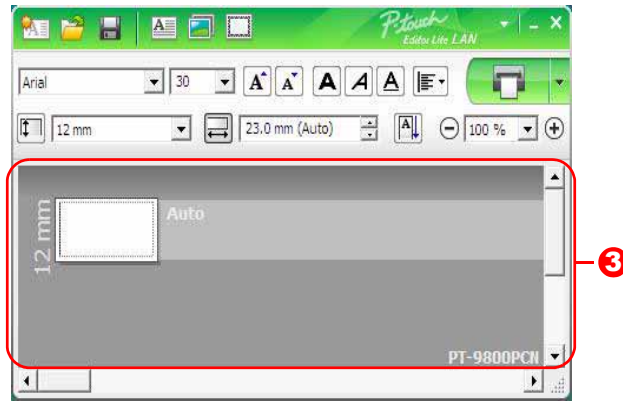
❸ Label View

Display	Function
	This label view is displayed when the software is started. The width of tape currently set is displayed on the left of label image. When "Auto" is shown on the right, the length of tape is automatically adjusted to the length of text.
	You can drag the label border to manually change the length and width of the label. Move the pointer to the label area's border. When the blue line appears, drag to the desired length or width.
	You can adjust the size of the P-touch Editor Lite LAN window. Simply move the pointer over an edge of the P-touch Editor Lite LAN window and drag to adjust the size once the pointer changes to an arrow.
	Guidelines are sometimes displayed when moving objects. They are shown when the object is aligned at the left, right, top, or bottom edge of Printable area, or in the center. In the illustration to the left, the guidelines indicate that the object is centered at the top edge of the tape.
	Inserted text boxes, images, and frames are treated as objects. Objects are surrounded by handles (indicated by eight blue points).
	Indicates that an object is selected.
	The pointer changes to an arrow when moved over a handle. You can change the size of the object by dragging.
	You can move objects by dragging when the pointer is a crosshair. For text objects, the pointer only changes to a crosshair over the border of the object.

④ Other Functions (available on the menu displayed by right-clicking the mouse)

Menu	Do this
Undo Redo	Click **Undo** to undo the last operation. Click **Redo** to redo an undone operation.
Cut Copy Paste	Select the text area (or object) that you want to cut or copy and select **Cut** or **Copy**. Click in the destination area and select **Paste**.
Margins	Set the length of blank space on both sides of the label (**large** or **small**).
Insert	Click **Insert**. Select **Text box** to insert text onto the label. Select **From File** to insert an image stored on your PC. Select **Screen Capture** to insert the selected area of the PC screen. Select **Symbol** to insert one of your PC's built-in symbols. Select **Frame** to insert one of P-touch Editor Lite LAN built-in frames.
Direction	Select the text object and click either **Horizontal Text** or **Vertical Text** to change the direction of the text.
Numbering	Select the number or letter within your text and click **Numbering** to consecutively advance the number or letter on each label. Click ▪ to the right of the **Print** button and click **Print Options**. Check the **Numbering** box and enter the number of labels being printing in the **Count** field. Click the **Print** button.
Change Image	Select the image and click **Change Image** to replace the current image with a different image.
Rotate	Rotate objects to **0°**, **90°**, **180°** or **270°**.
Order	Select one of the objects and click **Order**, then select **Bring to Front**, **Send to Back**, **Bring Forward**, or **Send Backward** to set the order of each object in the layer.
Options	Click **Options**. Select either **mm (mm)** or **inches (in)** to set the measurement unit setting. Select P-touch Editor Lite LAN language. Restart the application to apply the new selected "**Language**". Select either **Display New Value after Printing** or **Reset to Original Value after Printing** to set the numbering option.
Brother Solutions Center About Exit	Click **Brother Solutions Center** to go to the web site for assistance and information. Click **About** to learn about the P-touch Editor Lite LAN version. Click **Exit** to exit P-touch Editor Lite LAN.

How to use the P-touch Editor for Mac® (PT-9600/9700PC/9800PCN only)

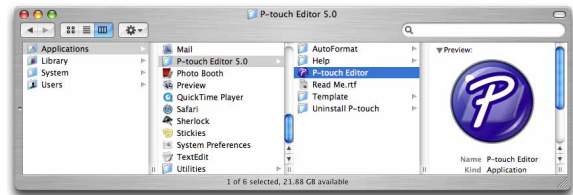📝 This section gives an overview of P-touch Editor. See the P-touch Editor Help for details.

▶ Starting P-touch Editor

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1 Double click the [Applications] and then [P-touch Editor 5.0].

📝 If an Alias has been created, double-click the Alias.

The Layout Window is displayed.

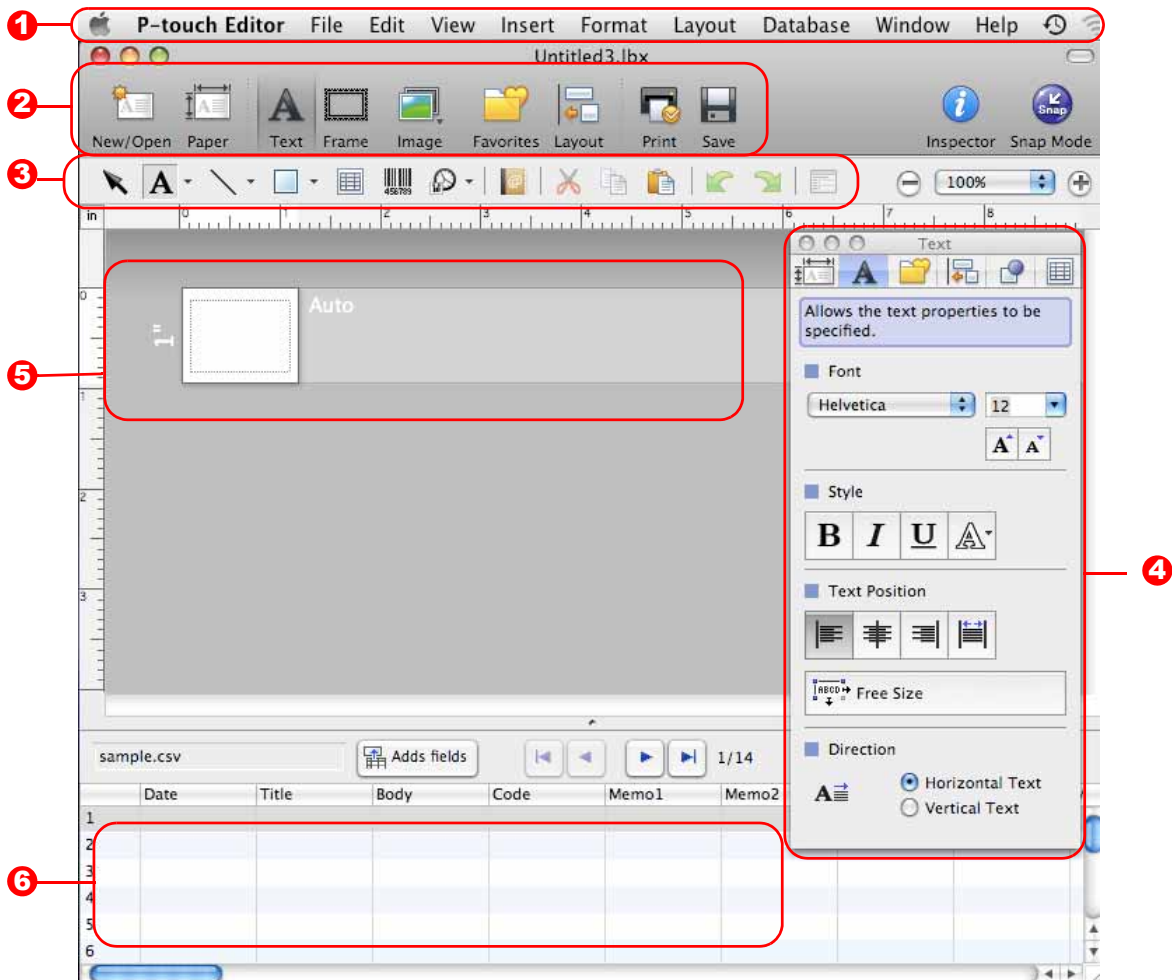### *2* Double click the "P-touch Editor" application.
P-touch Editor starts.

● Layout Window

■ Standard Mode
This mode provides easy label creation with texts and images.
The layout window consists of the following sections:

❶ Menu bar
Commands are categorized under each menu (File, Edit, View, and Insert, etc.) by function.

❷ Command bar
The command bar contains the New/Open, Paper, Text, Frame, Image, etc.

❸ Draw/Edit toolbar
Provides tools for choosing an object, entering text, drawing graphics, etc.

❹ Inspector
You can easily insert and format text, image, etc.

❺ Layout window
The layout window is used to display and edit objects.

❻ Database window
Displays a connected database.

• The [View] menu allows you to show/hide the toolbars and windows.
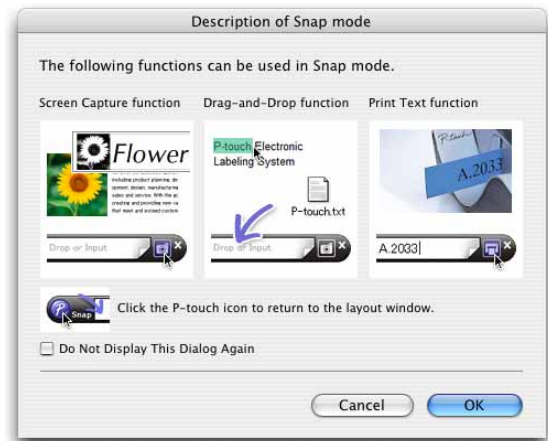• See the P-touch Editor Help for details.

■Snap Mode

With this mode, you can capture the screen, print it as image, and save it for future use. To start the Snap mode, follow the steps below.

1 When you click [Snap Mode], the Snap mode description dialog box appears. Click OK .
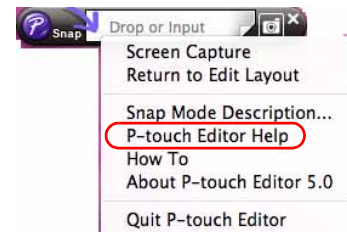
If you put a checkmark in [Do Not Display This Dialog Again], you can go to Snap mode directly from next time.

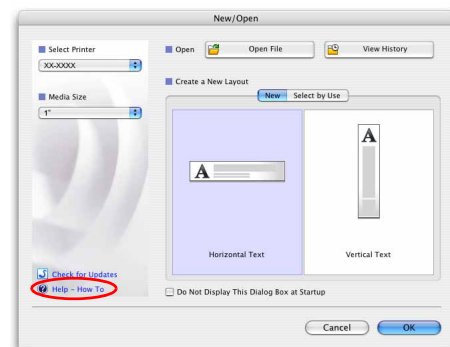**2 Snap mode appears.**

See the P-touch Editor Help for details.

▶ Start P-touch Editor Help

This section explains how to start P-touch Editor Help for Mac. The following is the example for Mac OS® X 10.4.9.
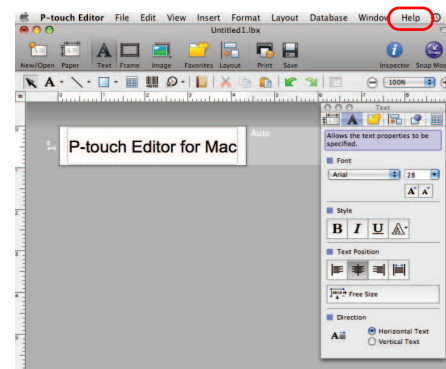
■Start from New/Open dialog

In the New/Open dialog, click Help - How To.

■Start from P-touch Editor

Click Help menu and choose P-touch Editor Help.

Appendix

Printing directly from other applications

You can use this machine to print directly from most Windows® applications, by installing the printer driver.

> (!) Because the paper size for this machine is different from other regular printers, you may not be able to print even after installing the driver and application software, unless the application software allows the correct label size to be set.

▶ Setting the Printer Driver

In the following steps, you will see XX-XXXX. Read "XX-XXXX" as your printer name. The printer names in the following screens may differ from your purchased printer name.
The screens may vary depending on the model.

1
- **For Windows Vista®/Windows® 7**
  From [Control Panel], go to [Hardware and Sound] and open [Printers (Windows Vista®)/ Devices and Printers (Windows® 7)].
- **For Windows® XP**
  From [Control Panel], go to [Printers and Faxes].

> 📝 For details, see Windows® Help.

2 **Choose "Brother XX-XXXX", and right click and select [Select printing preferences].**
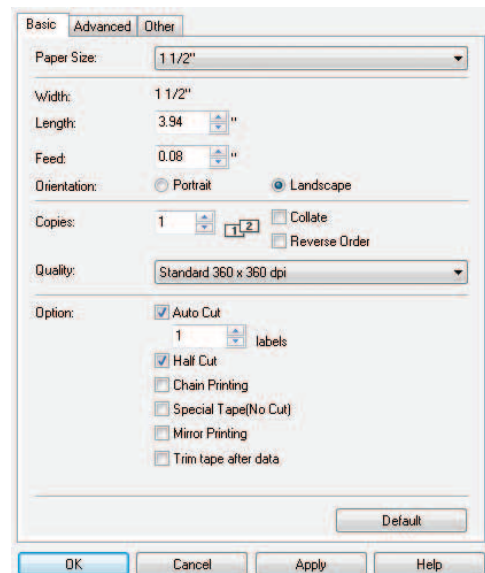The [Brother XX-XXXX printing preferences] dialog box appears.
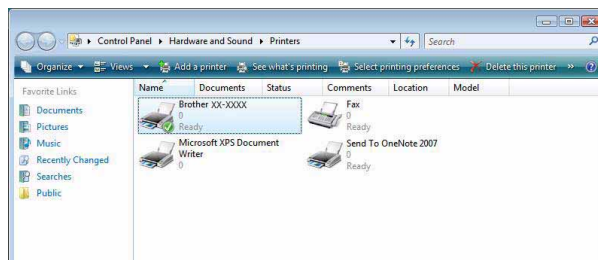
3 Choose each item and click [OK].

• [Basic] Tab
  This tab is used to set the paper size, number of copies, quality and cut option.
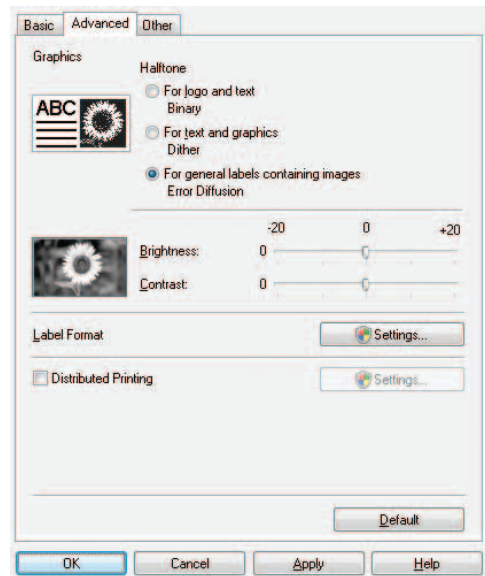
✎ The cutting options will vary according to the model.
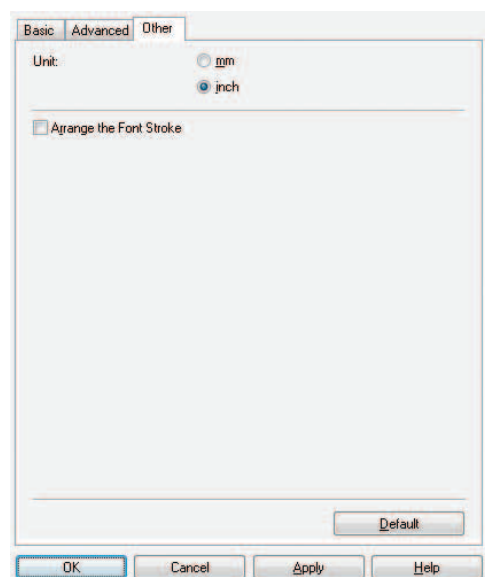
• [Advanced] Tab
  You can set graphics options ("Halftone", "Brightness" and "Contrast") and "Label Format".

✎ Refer to "User's Guide" about "Distributed Printing" (PT-9700PC/9800PCN only).

• [Other] Tab
  You can change "Unit" (mm or inch).

4 Close the [Printers] window.

▶ Printing from other applications

We will use Microsoft® Word as an example.
In the following steps, you will see XX-XXXX. Read "XX-XXXX" as your printer name. The printer names in the following screens may differ from your purchased printer name.
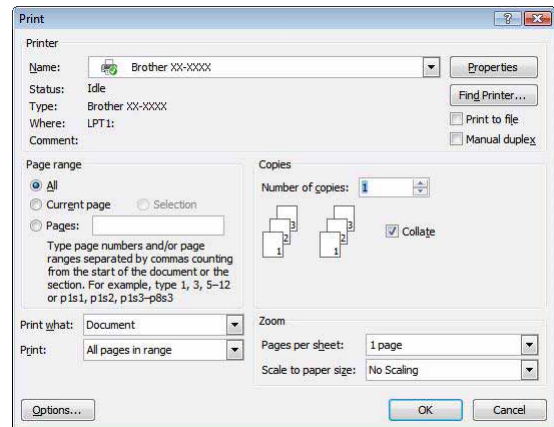The screens may vary depending on the model.

1 **Click 🏁 and 🖨.**

The [Print] dialog box appears.

2 **Choose "Brother XX-XXXX".**

You can change the settings of the Printer Driver from the [Properties] dialog box which appears by clicking [Properties].

3 **Click [✖] to close the [Print] dialog box.**

4 **When you click [Page Layout] the ribbon / standard toolbar appears. Then click the mark to the right of Page Setup.**

The [Page Setup] dialog box appears.

*5* **Click the [Paper] tab, and choose the paper size that you want to print.**
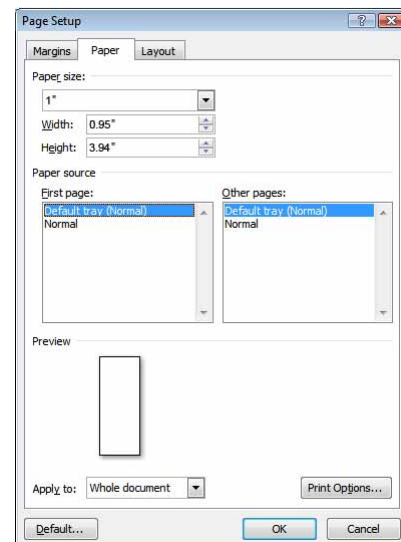
6 **Click the [Margins] tab, and set the page (label) margins.**

7 **Click [OK] to return to the your document.**

The size of the Microsoft® Word window is adjusted to the paper size that you have just chosen. Edit the document as needed.

8 **Click ⬛ and 🖨, then click [OK].**

The specified labels are printed.